

Manheim Township School District

Sapphire Parent Portal

TERMS OF USE CONTRACT

Sapphire Parent Portal connects parents to the pulse of school life, whether from work, home or out of town. With Sapphire Parent Portal, parents have access to student attendance and grades and can help their students stay on top of due dates. Parents can logon anytime from anywhere they have an Internet connection and see current information about their children. Sapphire Parent Web Portal utilizes the industry's most advanced password and encryption technologies to create a secure environment in which to view their children's information. Most importantly, Sapphire Parent Portal makes parents partners in their children's education.

The Manheim Township School District requires that you agree to this contract before the district can provide you with an access account. Please read this contract carefully. When you agree to this contract's content, it becomes a legally binding contract.

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied.

1. **Privileges.** The online access to the information is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The administration, staff or faculty of Manheim Township School District may request that the system administrator deny, revoke or suspend a specific user account.
2. **Services.** MTSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. MTSD will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Manheim Township School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
3. **Security.** Users will not share their password or PIN number with anyone. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account.
4. **Vandalism.** Vandalism is defined as any malicious attempt to harm or to destroy data of another user, agency, or network that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss

of computer services and legal action. As the parent or guardian of this student, you are responsible for his/her actions.

System recommendations for home computers to access the Parent Portal:

- Internet Connections – 56K modem speed or greater
- Browser – Internet Explorer 5.5 or higher (Windows), Thunderbird (Windows or Mac OSX), Netscape 7 or higher (Windows or Mac), Safari (MAC OSX)
- Monitor resolution of the least 800 x 600

Security features of the Parent Portal:

- Three unsuccessful log-in attempts will disable the Parent Portal account. In order to use the Web Portal again, parents will need to contact the District Technology Office (519-1500) to have the account reactivated.
- You will be automatically logged off if you leave the Parent Portal or if you are INACTIVE for more that 30 minutes.
- All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.

For Questions:

- If you are having difficulties logging onto the system, e-mail the District Tech/Media Office (k12parent@mtwp.net) and explain the problem in as much detail as possible. Also, include your name and user name.
- If you have questions about your child's information contact your child's school office.

Please note: Manheim Township School District can not provide any technical support other than help with login issues.

Parent/Guardian Name: _____

UserName: _____

Password: _____

Email: _____

Student Name: _____

Student UserName: _____

Student Password: _____

Student Email: _____

- **Print the form and bring it (not signed) with your photo ID to Parent Night. After authorization, you will receive you Pin Number by email.**
- **You will need to complete one form for each Parent/Guardian and one for each child (grades 6 to 12) if you wish them to have Student Portal access.**
- **If you cannot attend Parent Night, you can bring your Photo ID and form to Faye Will at the Manheim Township District Office – Tech/Media Department (2933 Lititz Pike). Faye is available after October 1 between 7:30 and 3:30 Monday to Friday. We suggest you call first.**